

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule

**COMPREHENSIVE FURNITURE
MANAGEMENT SERVICES
FSC GROUP 71 PART II SECTION K
SIN's 712-1, 712-3, 712-4, 712-5**

CONTRACT NUMBER:
GS-29F-0008M

CONTRACT PERIOD:
MARCH 21, 2007 thru
MARCH 21, 2012

Office Pavilion/Contract Furnishers of Hawaii

**1600 Kapiolani Boulevard
Suite 1700
Honolulu, Hawaii 96814**

**Phone: (808) 599-2411
Fax: (808) 599-2617**

**www.op-hawaii.com
bruce@op-hawaii.com**

Company Contact: Bruce Shewalter, V.P.

On-line access to contract ordering information, terms and conditions, up-to-date Pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system, The INTERNET address For GSA Advantage!™ is: www.fss.gsa.gov.

COMPREHENSIVE FURNITURE MANAGEMENT SERVICES

SCOPE OF SERVICES

A. General: This Multiple Award Schedule is for comprehensive furniture management and project planning services. It is the platform to provide technical resources to implement projects and tasks relating to infrastructure design, and reconfiguration, as well as assets relocation and management. These services provided will include:

- Project Management (Furniture and Furniture Related)
- Reconfiguration/Relocation Management (Furniture and Furniture Related)
- Packaged Environments (Furniture and Furniture Related)
- Furniture Design/Layout (Furniture and Furniture Related)

Scope of Services:

The contractor will be responsible for delivering completed turnkey solutions for the services listed above. The Customer Agencies will provide specific task requirements within the scope of these services for each deliverable through a statement of work. This document will define the course of action by outlining the requirements of each task and defining the desired outcome. The services required by the Customer Agencies must conform to those outlined in this contract.

The contractor will be responsible for performing the services require in the Customer Agencies Statement of Work (SOW), and will ensure all products are delivered to the job site in an acceptable and a fully operational condition within the time frames specified. The contractor will also fulfill the technical specifications, terms and conditions of the contracts and purchase orders issued. The deliveries and installations will be coordinated and prioritized with all required parties. The contractor will prepare and maintain all records and documentation appropriate for contract administration and assist in contract dispute/resolution issues.

SPECIFIC AREAS OF SERVICES

- 1. SIN 712-1. Project Management (Furniture and Furniture Related):** The project management services will provide to a Customer Agency comprehensive support for the design, reconfiguration, relocation, increasing or downsizing office spaces and similar facilities. Feasibility shall be determined by space forecasting and building analyses. Provide both plan and 3-dimensional drawings generated by state of the art computer system. The services will also include the interior design and configuration of the office assets.

 - **PROJECT MANAGER** - Plans and manages the activities of the project to insure quality installations, and provides motivation and support of Operations staff, while providing the highest level of customer service and satisfaction. Ensures completion of project within the triple constraint: on time, within budget, and according to specifications.

- 2. SIN 712-3. Reconfiguration/Relocation Management (Furniture and Furniture Related):** The Reconfiguration and Relocation services will provide all the services required for the reorganization and consolidation of existing facilities, and/or opening new facilities.

 - **RECONFIGURATION/RELOCATION MANAGEMENT SPECIALIST** - Provides support to the Operations Department and the client coordinating all activities for the project in the reorganization and consolidation of existing facilities, and/or opening new facilities

- 3. SIN 712-4. Furniture Design/Layout:** The Furniture Design/Layout services will provide Customer Agencies with complete interior design, product specifications and furniture consultation services.

 - **FURNITURE DESIGN AND LAYOUT SPECIALIST** - Responsible for accurately designing, product specifying and space planning of projects. Serves as a product and furniture specification consultant to client.

- 4. SIN 712-5. Packaged Environments (Furniture and Furniture Related):** The packaged environment will provide a complete integrated office solution for Customer Agencies. The contractor will be required to provide a turnkey project; including office furniture, fixtures, office equipment and renovations.

 - **PACKAGED ENVIRONMENTS SPECIALIST** - Provides a complete integrated office solution for Customer Agencies. The specialist will manage a turnkey project; including office furniture, fixtures, office equipment and renovations.

BILLING INFORMATION

1.

SIN	LABOR/TASK CATEGORY	GOVERNMENT RATE (IFF Included)
SIN 712-1	PROJECT MANAGER	\$54.45 PER HOUR
SIN 712-3	RECONFIGURATION/ RELOCATION SPECIALIST	\$45.34PER HOUR
SIN 712-4	DESIGN AND LAYOUT SPECIALIST	\$54.00 PER HOUR
SIN 712-5	PACKAGED ENVIROMENTAL SPECIALIST	\$54.00 PER HOUR

Rates do not include cost of travel or reimbursement of travel expenses. Costs for transportation, lodging, meals and incidental expenses incurred by the personnel on official company business are allowable subject to the limitations contained in the Federal Travel Regulations (FTR's). Travel costs shall be negotiated individually on an as needed basis. The contractor shall notify the ordering agency, in writing, of any requirement for reimbursement of transportation and per diem expenses, prior to acceptance of the order. The notification shall include a "not to exceed" estimate of these proposed costs. Contractors shall be reimbursed only for incurred costs that are at or below the "not to exceed". Other Direct Costs (ODC's) will be invoiced at actual cost in accordance with contractor's accounting methodologies.

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|--------------------------------|------------------------------|
| 2. Maximum Order | \$500,000.00 |
| 3. Minimum Order | \$50.00 |
| 4. Geographic Coverage | Domestic and Overseas |
| 5. Point of Production | Honolulu, HI |
| 6. Rates shown here are | Net 10% |
| 7. Quantity Discounts | None |
| 8. Prompt Payment Terms | Net 10-days |

9. Government Commercial Credit Card accepted below and above the micro purchase threshold

10. No Foreign Content

11a. Delivery Time

Various with scope of Services

11b. Expedited Delivery

Depending on Customers Requirements

11c. Overnight/2-day Delivery

As requested by customer

11d. Urgent Requirements

Urgent needs will receive our immediate attention

12. FOB Point

To be negotiated with the contracting office

13. Ordering Address

**Contract Furnishers of Hawaii, Inc
1600 Kapiolani Blvd. 17th Floor
Honolulu, HI 96814
(808)599-2411, Fax (808)599-2617**

14. Payment Address

**Contract Furnishers of Hawaii, inc
Accounts Payable
1600 Kapiolani Blvd. 17th Floor
Honolulu, HI 96814**

15. Warranty Issues

Total Agency Satisfaction

16. Export Packing Charges

None

17. Terms and Conditions of Government Credit Card

In Accordance with *Government Credit Card Guidelines*

18. Terms and Conditions of Rental, Maintenance and Repair

30 Days

19. Terms and Conditions of Installation

Guaranteed for 1 year

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|--|-----------------------|
| 20. Terms and Conditions of Repair Parts and Other Services | Not Applicable |
| 21. Service and Distribution Points | Not Applicable |
| 22. Participating Dealers | Not Applicable |
| 23. Preventive Maintenance | Not Applicable |
| 24. Environmental Attributes | Case Specific |
| 25. DUNS No. | 06-6288713 |
| 26. Office Pavilion is registered in the Central Contractor Registration (CCR) database until 05/14/2008. | |